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WAR FOOD ADMINISTRATION
Office of Distribution
Washington 25, D. C.

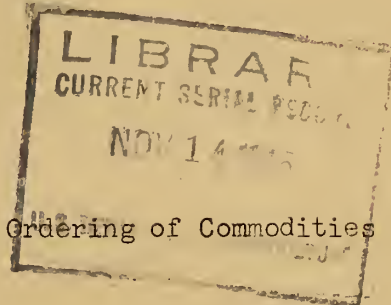
October 12, 1944

CIVILIAN FOOD REQUIREMENTS BRANCH MEMORANDUM NO. B-9

To: Regional Directors

From: W. C. Ockey, Chief
Civilian Food Requirements Branch

Subject: Direct Distribution - Allocating and Ordering of Commodities



Pursuant to Director's Memorandum 15, Supplement 9, Revision 1, dated December 10, 1943, the Washington office of the Civilian Food Requirements Branch will direct the disposition of all commodities acquired under Section 32 for direct distribution. It will determine the regions in which distribution is to be made, the quantity to be allocated to each region, the agencies eligible to participate in distribution and the rates of distribution. The successive steps in allocating commodities will be as follows:

1. Through collaboration with the respective Commodity Branches, the Procurement and Price Support Branch, and the Inventory Control Committee, the Washington office of the Civilian Food Requirements Branch will be furnished information as to commodities available, or expected to be available for distribution and such essential information as exact or approximate quantities available, storage locations or areas of purchase, type of container in which commodities are or will be packaged and carlot unit.
2. On commodities from inventory or those moving into a region the Washington office of the Civilian Food Requirements Branch will allocate the commodity to the Regional offices for reallocation through District offices to eligible recipients. The allocation notice will include information necessary for proper consideration of the desirability of the commodity, the agencies eligible to participate in distribution, the quantity available for allocation within the region, rates of distribution, and other pertinent information. On purchases anticipated within a region orders may be obtained in accordance with existing instructions relative to eligibility and rates of distribution.
3. The Civilian Food Requirements Division in the Regional offices shall be responsible for the proper allocation of the available commodity, shall determine that the quantities allocated to the various Distributing Agencies are in proper proportion to their distribution requirements, that they have adequate facilities available for storage and handling, and that distribution is made in accordance with instructions.

The Regional office shall maintain records necessary to effectively control the allocation and acceptance of commodities and which will at all times reflect the status of orders received. The types of records maintained will vary between regions; however, the records should reveal, as a minimum, the following information:

1. Date notice of allocation received from the Washington office.
2. Date of allocation to District offices.
3. Date delivery order received from the District office.
4. D/O number assigned to the order.
5. Name of consignee.
6. Destination.
7. Quantity ordered.
8. Date order placed for shipment.
9. Date order was shipped.
10. Date delivery was made.
11. Quantity received.
12. Date pink copy of form FDA-2 received in the Regional office.

It is mandatory that allocations are made by Regional offices to conform exactly with instructions issued. If the instructions from the Washington office are not fully understood, or if changes in carlot quantities, eligible recipient groups, delivery periods or other conditions of the allocation seem desirable, the Regional office should communicate with the Washington office before proceeding further with the allocation. Under no circumstances may distribution be authorized to groups not specified in the allocation instructions issued, or to agencies which have not been approved for participation in commodity distribution in accordance with instructions outlined in Civilian Food Requirements Branch Memorandum No. B-6.

Notice of Allocation: The Civilian Food Requirements Division shall notify the District Representatives of the commodity available, furnishing sufficient information for preparation of Form FDA-806, "Notice of Allocation," at the district level. The form shall be prepared in triplicate, the original copy to be forwarded to the Distributing Agency, one copy furnished the Regional Civilian Food Requirements Division, and one copy retained for the District office files. When necessary, allocations may be handled by telephone or telegraph, and the regular Notice of Allocation subsequently forwarded in the usual manner.

Letter of Acceptance. Form FDA-807 shall be used by the Distributing Agency to notify the District Representative of the acceptance of the whole or a specified part of the quantity of the commodity allocated and for transmittal of delivery orders covering the quantity accepted. A "Letter of Acceptance" shall refer to only one commodity and one allocation. The letter shall be forwarded in duplicate, with delivery orders attached, to the District Representative. The copy of the letter will be retained by the District office and the original letter and delivery orders forwarded the Regional Civilian Food Requirements Division.

When Distributing Agencies accept the conditions of the allocation and request shipment, they assume full responsibility for carrying out the provisions contained in Form FDA-797 or Form FDA-798, Agreement with War Food Administration for the Distribution of Commodities and Form FDA-2, Delivery Order. Before

commodities are allocated by the Regional office, proposed areas of distribution should be cleared with regional representatives of the appropriate commodity division and the Procurement and Price Support Division. District Representatives should clear carlot destinations with trade and State agricultural representatives to avoid possibility of conflict with local production and/or supplies. Precautions should be taken to prevent shipment of commodities to points or areas within a State which produces, or serves as commercial storage points for substantial quantities of the same or similar commodities. These factors which are considered by the War Food Administration in making allocations should likewise be considered by Distributing Agencies and/or consignees in accepting or declining commodities.

Delivery Order. The Distributing Agency shall use the official Form FDA-2, "Delivery Order" for ordering commodities. This form when approved by the War Food Administration, constitutes a contract wherein the Distributing Agency agrees to accept the commodity described therein and to distribute the entire quantity to eligible recipients in accordance with instructions prescribed by the War Food Administration so as not to permit its entrance into the normal channels of trade and commerce, and so as to prevent competition with the same or like commodities in such channels.

Approval of the Delivery Order, however, will not in any instance bind the War Food Administration to deliver the commodity ordered, or to furnish the commodity in the quantity specified or in any particular type of container. This Form FDA-2 is composed of a set of six sheets, with carbon paper inserted between the original and each sheet. The Form FDA-2 is to be prepared by the Distributing Agency and copies disposed of as follows:

1. The original and sheets two, three, four, and five with carbon intact shall be forwarded to the District Representative with the Letter of Acceptance for transmittal to the Regional office.
2. The sixth copy should be retained by the Distributing Agency for their files.

A separate Form FDA-2 shall be prepared for each carlot or LCL order by inserting proper information in the spaces provided as indicated in the following paragraphs:

"COMMODITY": Name of commodity as described in Notice of Allocation.

"AGENCY NO.": For the purpose of identification and future reference, a number should be assigned to each Form FDA-2 submitted. These numbers should be arranged to indicate the sequence in which delivery of the order is desired; however, no definite assurance of complete compliance can be offered. Subsequent orders should continue in numerical order.

"NAME OF AGENCY": Insert name of the Distributing Agency.

"OF STATE": Insert name of State.

"DOES HEREBY REQUEST SHIPMENT OF _____ UNITS": Insert number of units to be shipped, expressed in the same terms as the Notice of Allocation.

"OF THE ABOVE-NAMED COMMODITY TO ARRIVE AT DESTINATION BETWEEN DATE -- DATE:"
Insert dates between which shipment should arrive at destination.

"NAME OF AGENCY": Insert name of the Distributing Agency.

"APPROVED (FDA)": Leave blank.

"DATE": Leave blank.

"AUTHORIZED REPRESENTATIVE": To be signed with ink or indelible pencil by the authorized representative of the Distributing Agency. Stamp signature is not acceptable.

"DATE": Insert date order is prepared and signed by the authorized representative of the Distributing Agency.

"NAME OF AGENCY": Insert name of the Distributing Agency.

"WAREHOUSE STREET ADDRESS": Insert complete street address of warehouse at which shipment will be actually received. (Do not use address of the Distributing Agency.)

"R. R. OR TEAM TRACK":

- (a) If shipments can be unloaded from any and all public team tracks of the railroad or railroads serving the destination, insert "Team track" with no further comments. If, however, two or more team tracks are available and it is possible to unload from only one particular team track, insert name and/or location; i.e., "A&B - Canal Street Team Track" or "XYZ RR - Team Track No. 9."
- (b) If shipments are unloaded on private or assigned siding (industrial spur) serving warehouses, show name of siding as listed in Carrier's Switching Tariff. This is usually the commercial name of warehouse or property.

"AUTHORIZED AGENT": Insert name of individual authorized to accept and receipt for shipment.

"TITLE": Insert title of authorized agent.

"CITY, STATE": Insert name of city and State.

"P. O. BOX": Insert mail address or post office box number of authorized agent.

"DELIVERY REQUIRED": Insert name of delivering railroad under the following conditions only:

- (a) When a particular railroad team track delivery is required for unloading (see RR or Team Track).
- (b) When delivery is required at a warehouse located on a private or assigned siding (industrial spur) at a destination where reciprocal switching is not in effect. (See R. R. or Team Track.)

The War Food Administration reserves the right to designate the complete routing including delivering railroad, if, in its judgment, such action is warranted,

and the Distributing Agency will be required to accept delivery and assume expenses incurred in transferring the shipment to its warehouse. The blank space at the extreme bottom of the original (green) copy of Form FDA-2 should be used for any additional explanatory information affecting delivery on the particular order. When a stopover in transit privilege has been approved separate Forms FDA-2 shall be prepared by the Distributing Agency for each destination. Separate D.O. numbers will be assigned by the Regional office to each order and cross reference made on each form as to the D.O. number completing the carlot unit. The total quantity ordered for both destinations shall not exceed one carlot.

IMPORTANT

It is recognized that conditions may develop after submitting orders which will require changes in consignee or destination, postponement of shipment or cancellation of orders. The authorized representative of the Distributing Agency should send requests for such changes or cancellations to the District Representative immediately after their necessity becomes apparent. All communications concerning delivery orders should be identified by commodity and either the Distributing Agency's order number or delivery order number. If the order, or orders concerned, have been either shipped or placed for shipment, the request must be transmitted by telephone or telegraph. When it is necessary to reconsign shipments which are already in transit, care should be taken to select new destinations which are in line of movement and to which through freight rates will apply from shipping point. In the event bills of lading have been received showing shipping point, date of shipment, car initials and number, it would expedite handling if this information could be included in the request for reconsignment. Full responsibility for effecting any change in the original shipping instructions which may be requested by the Civilian Food Requirements Division will rest with the Shipping and Storage Division. Under no circumstances shall shipments be diverted or reconsigned by any individual or organization without prior authorization from the Civilian Food Requirements Division.

ASSIGNMENT OF DELIVERY ORDER NUMBERS:

For the purpose of identification and accounting, each delivery order shall be assigned an identifying number. Delivery orders should not be assigned numbers until they are placed for shipment. The Civilian Food Requirements Division will be responsible for the assignment of delivery order numbers in accordance with the following instructions:

A separate series of numbers shall be established in each Regional office for each commodity.

These numbers shall begin with No. 1, in each instance, and shall proceed in sequence as orders are placed for shipment.

Delivery order numbers shall be identified by regions by prefixing the region symbol, i.e., the first order issued for potatoes by the Midwest Region would be numbered MW-1, the second order MW-2, etc.

Each Regional office will assign delivery order numbers to all orders covering shipment of commodities to States within their region.

The Civilian Food Requirements Division shall maintain a separate register of delivery order numbers assigned for each commodity. This register will merely indicate the delivery order number and the name of the State to which the order is consigned.

PLACEMENT OF DELIVERY ORDERS:

The Chief of the Civilian Food Requirements Division, in the region of origin, will control the placement of all delivery orders with the Shipping and Storage Division for shipment of commodities purchased within his region under Section 32 programs. When it is contemplated that commodity purchases will exceed the quantity that can be utilized by direct distribution outlets within a region, the Washington office will direct other regions to submit delivery orders to the Chief, Civilian Food Requirements Division, in the region of purchase. Preference should be given to orders received from Distributing Agencies within the region of purchase; however, when all outlets in that region have received a 30-day supply of the commodity being distributed, or one carload, whichever is the greater, orders received from other regions shall then be given consideration unless otherwise indicated in the Notice of Allocation.

The original (green) copy of the delivery order will be retained by the Civilian Food Requirements Division. (Any explanatory information appearing at the bottom of the original (green) copy of the delivery order shall be entered in the blank space at the extreme bottom of the yellow copy of Form FDA-2.) All other copies of the form shall be forwarded to the Shipping and Storage Division

When purchases are being made in another region, the orders and a copy of the Abstract of Delivery Orders shall be forwarded to the Chief, Civilian Food Requirements Division, in the region of purchase for transmittal to the Shipping and Storage Division. Orders for commodities originating from Government inventories will be forwarded to the Washington office, unless otherwise instructed in the Notice of Allocation.

The Shipping and Storage Division will return the pink and white copy of Form FDA-2 to the Civilian Food Requirements Division in the region of purchase and/or origin immediately after the necessary shipping documents have been prepared. The white copy shall be retained by the Civilian Food Requirements Division and the pink copy forwarded to the District Representative for transmittal to the Distributing Agency and/or consignee.

Copies of delivery orders returned by the Shipping and Storage Division covering shipments to another region shall be forwarded by the Civilian Food Requirements Division in the region of purchase to the Civilian Food Requirements Division in the region of distribution.

ABSTRACT OF DELIVERY ORDERS:

Form FDA-594 (Revised 9-26-44), Abstract of Delivery Orders, will be used as the basic report for records maintained by the Washington office. The form shall be completed and forwarded to the Washington office as orders are placed for shipment with the Shipping and Storage Division, or when orders are forwarded to a region of purchase, or to the Washington office. The form shall also be submitted to the Washington office to reflect any change in the status of an order after being placed for shipment. Copies of all abstracts shall be forwarded the appropriate District office.

All abstracts shall be numbered in numerical order by commodity except in the following instances:

1. Orders received from other regions which are being transmitted to the Shipping and Storage Division by the Civilian Food Requirements Division in the region of purchase.
2. Orders being returned by the region of purchase to the region which originally submitted the orders.
3. Orders which are being transferred from one region of purchase to another region of purchase. (Orders shall not be transferred from one region to another except on instructions by the Washington office.)

In each of the above instances the abstract shall indicate only the name of the district which originally submitted the orders, the name of the commodity, D/O number of orders being transmitted and date of transmittal.

SHIPPING AND RECEIVING OF COMMODITIES

SHIPPING - RESPONSIBILITY: Full responsibility for all transportation matters relative to the handling of commodities made available for direct distribution under Section 32, including the routing, protective services, storage and distribution of shipping documents, rests with the Shipping and Storage Branch or their established field offices.

Receiving - Shipment of commodities to Distributing Agencies are made only as directed and authorized by Delivery Orders, Form FDA-2, properly executed and signed by the authorized representative of the Distributing Agency. Actual delivery may be effected through shipment on Government bill of lading by rail or motor truck, or by delivery directly to the consignee at the place of purchase. Transportation charges will be paid by the War Food Administration through the use of Government bills of lading. The responsibility of the War Food Administration for delivery of shipment ceases when the car is placed for unloading at the point previously designated by the consignee. All charges, including those for protective services, storage, demurrage and trucking accruing after arrival at destination and placement for unloading will be the responsibility of the Distributing Agency.

Immediately after the shipment is forwarded from shipping point the original and one copy of the bill of lading will be mailed by the purchase representative to the Civilian Food Requirements Division, region of purchase, for transmittal to the Distributing Agency or Civilian Food Requirements Division region of distribution. When shipment is received the consignee shall execute the "Consignee's Certificate of Delivery," on the original bill of lading, and then surrender the bill of lading to the delivering carrier in lieu of payment of freight charges. The copy of the bill of lading will be retained by the consignee. Space has also been provided at the bottom and on the reverse side of the pink copy of Form FDA-2, for "Consignee's Report of Condition on Arrival." It is of vital importance after unloading has been completed that this report be properly executed and returned immediately to the District Representative for transmittal to the Regional Civilian Food Requirements Division. It is essential that the report accurately describe the condition of the commodity at the time of actual delivery at destination. The report should be completed with typewriter, pen and ink, or indelible pencil by inserting appropriate

information in the spaces provided.

INSPECTION. All commodities are purchased by the War Food Administration on the basis of established specifications for grade and quality and are required to be properly loaded for safe carriage. The regular commercial practices are followed in the methods of loading and the use of protective services enroute. The quantity loaded is also verified by a responsible person at the time of loading. Under these conditions it would be expected that shipments would arrive at destination in good condition and with very few shortages in count or losses through spoilage.

In view of the protective measures taken at shipping point to insure the loading of the proper quality and quantity it is equally important that similar care be taken in unloading at destination. Accordingly, each shipment must be checked carefully on arrival and before unloading to determine whether there is any possible shortage or damage. (In the event of loss or damage, instructions as outlined in the "Manual of Field Purchase Operations," revised August 1943, page 32, should be followed.)

DAILY WIRE REPORT. At the close of each day's business the field purchase representative forwards a wire report to the Regional Procurement and Price Support Division covering purchases, shipments by groups according to type of disposition, and cumulative figures. A copy of the wire will be furnished by the Procurement and Price Support Division to the Chief, Civilian Food Requirements Division. If shipments are being made to destinations outside of the region of purchase, the Civilian Food Requirements Division shall recap the information and advise the Civilian Food Requirements Division in the region of distribution of shipments made. The information forwarded shall indicate D/O number, point of origin, car number, delivering carrier, quantity shipped and date shipped. A copy of the incoming and outgoing wires shall be mailed to the Chief, Civilian Food Requirements Branch, Washington, by the Civilian Food Requirements Division in the region of purchase. When shipments are made from Government inventories the vendor will advise the Shipping and Storage Division in the region of origin by wire of shipments made. The Shipping and Storage Division will furnish the Civilian Food Requirements Division with a copy of this wire and the same procedure outlined on field purchases shall be followed by the Civilian Food Requirements Division in notifying the region of distribution and Washington of shipments made.

LETTER OF TRANSMITTAL: (pink copies of Delivery Order)

Upon receipt of the completed pink copy of Form FDA-2 by the Civilian Food Requirements Division, the information contained thereon shall be transcribed to the control records, and to the white copy of Form FDA-2. The green (original) and white copy will then be filed together as a completed delivery. The pink copy, with Form FDA-808, "Letter of Transmittal," shall be forwarded to the Documentation of Deliveries Unit, Commodity Accountability Section, Finance Division, Office of Distribution, War Food Administration, Washington 25, D. C. A copy of the Letter of Transmittal shall be forwarded the Civilian Food Requirements Branch, Washington.